

Retention and Classification Report

Agency: Department of Human Services. Division of Child and Family Services. South Salt Lake Office (2563)
120 N 200 W #123
Salt Lake City, UT 84103

Records Officer Sue Taylor

23745 Child Protective Services investigation case files

AGENCY: Department of Human Services. Division of Child and Family Services.
South Salt Lake Office

SERIES: 23745

3

TITLE: Child Protective Services investigation case files

DATES: 1996-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

These are investigations and findings of child abuse and neglect cases. Child protective service workers use this information to determine whether or not a child is the victim of abuse or neglect. Information includes name, court actions, investigations, family information, psychiatric and psychological information, and victim information. These are investigations and findings of child abuse and neglect cases. Child protective service workers use this information to determine whether or not a child is the victim of abuse or neglect. Information includes name, court actions, investigations, family information, psychiatric and psychological information, and victim information.

RETENTION:

Retain 30 years after case closes.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 24.

AUTHORIZED: 06/01/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after case closes and then transfer to State Records Center. Retain in State Records Center for 28 years and then destroy.

AGENCY: Department of Human Services. Division of Child and Family Services.
South Salt Lake Office

SERIES: 23745

TITLE: Child Protective Services investigation case files

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Exempt UCA 62A-4-513 (2008)